

## **POLICE SUPERVISOR OF DEPARTMENTAL RECORDS**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible clerical supervisory positions, the primary duties of which include the supervision of the work of Police Departmental Record Clerks. Incumbents in these positions are responsible for managing the operations of clerical or records processing divisions, or the records maintenance activities of other divisions or sections of the department, as may be assigned. Police Supervisors of Departmental Records assign work to subordinates, and evaluate the work performance of Police Departmental Record Clerks. Employees of this class perform routine duties independently, having work assigned and reviewed under the supervision of a ranking police officer.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of clerical or office functions of the records division of the department. Accounts for the money and assets of the division. Supervises the collection of fines and bond money, and the issue of receipts. Answers inquiries and handles requests regarding the records division. Recommends management policies, goals, and objectives for the clerical functions of division.

Supervises personnel assigned to the records division of the department, and delegates authority to subordinates for the effective operation of the records division. Evaluates the work performance of subordinates and discusses work performance with subordinates. Writes employee evaluation reports. Provides assistance to subordinates in technical areas of work. Conducts corrective interviews. Resolves employee complaints and grievances.

Inspects systems and facilities for maintaining records and reports, and revises such systems when necessary. Maintains a library or archives of materials for future use or reference by department personnel. Supervises activities for locating and retrieving information or documents from computer database or hard copy files. Performs appropriate back-up function in the computer files.

Supervises the typing of letters, forms, memos, statements, formal reports, or any other documents assigned to the records

section. Proofreads typed material and corrects errors. Checks department records and reports for completeness, accuracy, and conformity to established procedures.

Supervises the processing of incoming and outgoing mail for the department and sees that it is sorted and distributed to the proper person, section, or office. Composes business letters for the records section. Compiles and organizes data needed for reports, and writes reports as may be required.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Departmental Records Clerk with at least five (5) years in that class immediately preceding the closing date for application to the board.